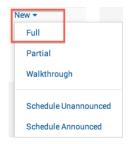## CIITS: Conducting Assistant Principal Site Visits

Use the site visit form to conduct site visits and provide assistant principals with valuable feedback. This process can be used for Superintendents, Superintendent Designees or Principals to conduct site visits for assistant principals.

Conducting a New Site Visit

1. Roll your cursor over **Educator Development** on the navigation bar and click **Dashboard**

2. In the **Tools and Report** menu on the right, click **My Observation Caseload**

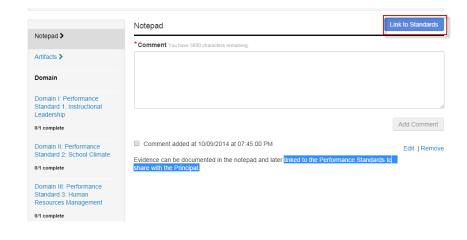3. Click **Choose another window** and click **Site Visit** if it does not appear.

4. Individuals in Leadership will be listed.

5. To begin a new Site Visit, click the **New** button next to the assistant principal's name

6. Click **Full** (the other options are used for teacher observations and not site visits)

7. **Option 1:** Click on the Notepad to begin typing your comments/evidence as you go through your site visit. This will allow you to type what you observe and then align the evidence to the appropriate standard at a later time.
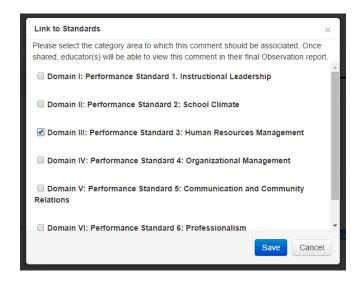

When you have finished scripting in the Notepad, click the **Add Comment** button. You can then highlight any portion of your saved evidence (sentences or paragraphs) and click the **Link to Standards** button. Repeat this for each piece of evidence you wish to align to their corresponding standards
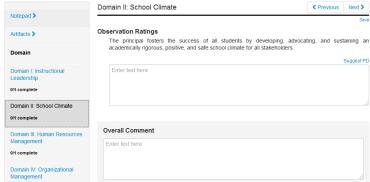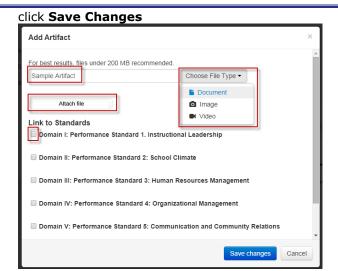
8. Click on the corresponding checkbox(es) to align the highlighted text to a standard. When you click **Save**, it will then automatically place the selected text into the comment box for that standard
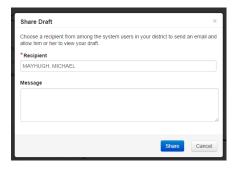

9. **Option 2** - Click on the Standard (labeled domain). Enter evidence directly into the Comment Box.

10. Click on the **Artifacts >** link to upload any supporting videos, images, and documents. Click the **⊕ Add** button to locate the file you wish to upload. Select the component the artifact supports and

click **Save Changes**

11. Use the **Suggest Professional Development** link next to each component if you would like to recommend a Professional Learning resource (from the PD Planner within CIITS) that is aligned with a particular standard. Place a check next to the resource(s) and click the **Suggest Professional Development** button

12. Once you have entered all of your comments, click the **Share Draft** button to send a notification to the assistant principal that the draft site visit form is available for review (Note: the notification alert will display at the top of the principal's My CIITS Homepage).

13. Confirm the assistant principal's email and click **Share**

14. The assistant principal will be able to share feedback on your comments in the feedback text box that appears below each of your comments

15. The assistant principal will also be able to view any artifacts you have uploaded or upload artifacts of their own by clicking the **Artifacts >** link

16. The assistant principal will then click **Share Feedback** to notify you that they have viewed the draft observation and are providing feedback.

17. You will be able to see the assistant principal's feedback (if any) below your comments for each component. You can also click **Artifacts** to see if the assistant has uploaded any supporting documents

18. You can share comments back and forth as many times as is necessary

19. Once you have finished sharing feedback and any required follow-up meetings have taken place, click the **Submit Observation** button (NOTE: Once you have submitted the observation, you will not be able to edit or delete it)

20. Confirm that you want to submit the form as final